

	Montana Operations Manual  <b><i>Standard</i></b>	Policy Number	1120.X02.S01
		Effective Date	August 16, 2011
		Last Revised	August 16, 2011
Issuing Authority	State of Montana Chief Information Officer		
Information Technology Planning			

## **I. Purpose**

This Statewide Information Technology Planning Standard (Standard) establishes the process requirements for Statewide Information Technology Planning.

## **II. Scope**

This Policy applies to the State Chief Information Technology Officer (CIO) and to all executive branch agencies (Agency), excluding the university system, and other service providers (e.g. independent contractors) who have access to, use or manage Information Technology.

## **III. Standard**

The Department and Agencies shall use the following procedures to implement this Standard:

- A.** State Strategic Plan for Information Technology;
- B.** Agency Information Technology Plan; and
- C.** Biennial Information Technology Reporting.

## **IV. Roles and Responsibilities**

### **A. CIO**

1. The CIO shall gather information and solicit recommendations for statewide strategic level goals and objectives from various sources, including but not limited to the Information Technology Board (ITB), the Information Technology Managers Council and the National Association of State Chief Information Officers.
2. The CIO shall draft strategic goals and objectives and present them to the ITB for comment.

3. The ITB shall review the draft strategic Information Technology goals and objectives and advise the CIO.
4. The CIO shall produce a draft of the State Strategic Information Technology Plan (State Information Technology Plan) and present it to the ITB for comment.
5. The ITB shall review the draft State Information Technology Plan and advise the CIO.
6. The CIO shall produce a final draft of the State Information Technology Plan and shall provide copies to the ITB, to Agencies, and the public.
7. The CIO shall draft Agency Information Technology Plan guidance.
8. The CIO shall make final revisions to the Agency guidance and shall arrange for publication of the guidance document(s).
9. The CIO shall publish the Agency Information Technology Plan guidance document(s).
10. The CIO shall send the final State Information Technology Plan to the Governor and the Legislature.
11. The CIO shall publish the State Information Technology Plan.
12. The CIO shall review and approve Agencies' Information Technology Plans not later than June 30th.
13. The CIO shall draft the State Biennial Information Technology Report.
14. The CIO shall publish the State Biennial Information Technology Report and deliver it to the Legislature.

## **B. Agencies**

1. Each Agency shall develop its Agency Information Technology Plan and shall submit it to the CIO for review and approval. Each Agency shall also update its inventory in the Enterprise Inventory Database (Database).
2. Agencies shall provide input to the State Biennial Information Technology Report. Each Agency shall prepare and submit to the CIO an Agency Biennial Information Technology Report that reports progress toward the goals and objectives described in its previous biennium's Agency Information Technology Plan.

3. Agencies shall update their existing Agency Information Technology Plans created and submitted the previous fiscal year, and shall submit updated Agency Information Technology Plans to the CIO. Each Agency shall also update its inventory in the Database.

#### **C. DOA / State Information Technology Services Division (SITSD)**

1. The CIO shall develop SITSD's work plan based on Agency service requirements presented in their Agency Information Technology Plans.

#### **V. Definitions**

**Agency:** Any entity of the executive branch, excluding the university system.

**Agency Biennial Information Technology Report:** An Agency report that evaluates progress toward the objectives stated in its Information Technology Plan.

**Agency Information Technology Plan:** Each Agency develops and maintains an Agency Information Technology Plan. An Agency Information Technology Plan includes a statement of the Agency's mission, goals, and objectives for information technology to provide mission-critical services to Montana citizens and businesses

**Information Technology:** Hardware, software, and associated services and infrastructure used to store or transmit information in any form, including voice, video, and electronic data. Reference [2-17-506\(7\), MCA](#).

**State Biennial Report for Information Technology:** A state report that is based on Agency Information Technology Plans and performance reports. The report includes an analysis of the state's Information Technology infrastructure, an evaluation of performance relating to information technology, an assessment of progress made toward implementing the State Strategic Plan for Information Technology, an inventory of state Information Technology services, equipment, and software, agency budget requests for major projects, and other information as determined by the CIO or requested by the Governor or the Legislature.

**State Strategic Plan for Information Technology:** A report that establishes the statewide mission, goals and objectives for the use of Information Technology, and establishes the strategic direction for how state agencies will develop and use information technology resources to provide state government services. Refer to the [Statewide Glossary: Information Systems Policies and Standards](#) for associated terminology

#### **VI. Enforcement**

The CIO is responsible for the Standard's implementation and enforcement. The CIO shall monitor compliance and make enforcement recommendations to the appropriate level of management given the particular circumstances.

## **VII. Changes and Exceptions**

The [Statewide Procedure: Developing Statewide Information Systems Procedures and Guidelines](#) shall govern procedure changes or exceptions. Submit requests for a review or change to this instrument by an Action Request form. Submit requests for exceptions by an Exception Request form. Changes to procedures shall be prioritized and acted upon based on impact and need.

## **VIII. Closing**

Direct questions or comments about this Standard to the State of Montana Chief Information Officer at SITSD Service Desk (at <http://servicedesk.mt.gov/ess.do>), or:

PO Box 200113  
Helena, MT 59620-0113  
(406) 444-2700  
FAX: (406) 444-2701

## **IX. References**

### **A. Legislation**

1. [2-17-505, MCA](#), Policy
2. [2-17-512, MCA](#), Powers and duties of department
3. [2-17-514, MCA](#), Department – enforcement responsibilities
4. [2-17-516, MCA](#), Exemptions
5. [2-17-521, MCA](#), State strategic information technology plan – biennial report
6. [2-17-522, MCA](#), State strategic information technology plan – distribution
7. [2-17-523, MCA](#), Agency information technology plans – policy
8. [2-17-524, MCA](#), Agency information technology plans – form and content – performance reports
9. [2-17-526, MCA](#), Information technology project budget summary

10. [2-17-527, MCA](#), Agency information technology plans – review and approval – updates

**B. Policies, Directives, Regulations, Rules, Standards, Procedures, Memoranda**

1. Statewide Policy: Establishing and Implementing Statewide Information Technology Policies and Standards
2. Statewide Procedure: Establishing and Implementing Statewide Information Technology Policies and Standards
3. Statewide Policy: Statewide Information Technology Planning
4. State Strategic Plan for Information Technology Procedure
5. Agency Information Technology Plan Procedure
6. Biennial Information Technology Reporting Procedure

**X. Administrative Use**

Scheduled Review Date: January 1, 2012

Changes: NA